Chapter 10. Report Download

The Nevada Medicaid and Nevada Check Up Provider Web Portal allows providers, or their delegates, the ability to download and print out provider letters and documents.

10.1 Gaining access to Report Download

To access the Report Download page of the Provider Web Portal:

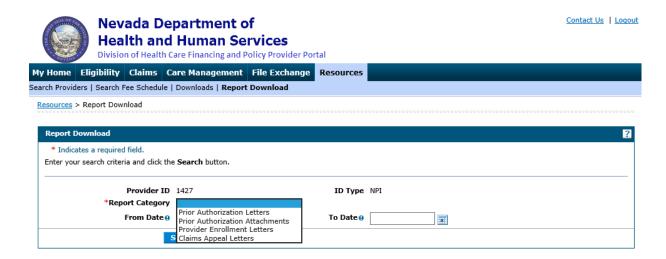
- 1. Log into the Provider Web Portal.
- 2. On the "My Home" page, under Resources click the **Report Download** link to open the Report Download page:



10.2 Letters and Documents available for download

The four (4) Report Categories are:

- 1. Prior Authorization Letters
- 2. Prior Authorization Attachments
- 3. Provider Enrollment Letters
- 4. Claim Appeal Letters



The required search options will change based on the Report Category selected.

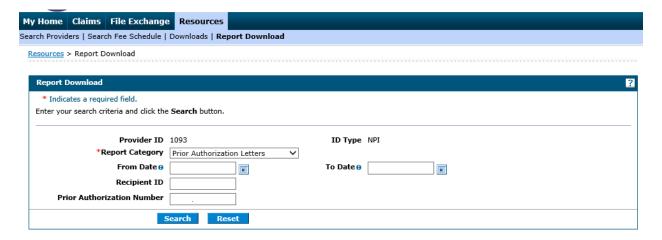
10.2.1 Prior Authorization Letters

The following Prior Authorization Letters are available in the Provider Web Portal:

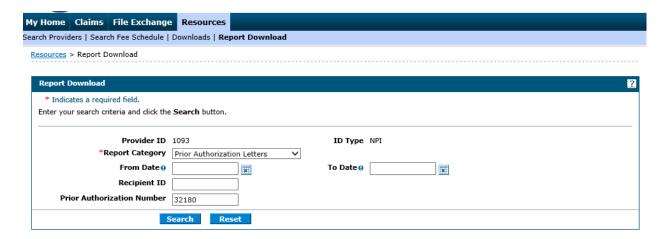
- PAU-0020-D Notice of Decision (NODs)
- PAU-0024-D Notice of Termination (NOTs)
- PAU-0040-D Request for Additional Information
- PAU-0120-D Rendering Notice of Decision (NODs)
- PAU-0124-D Rendering Notice of Termination (NOTs)
- PAU-0140-D Rendering Request for Additional Information

To search for available Prior Authorization Letters, users will need to search using either:

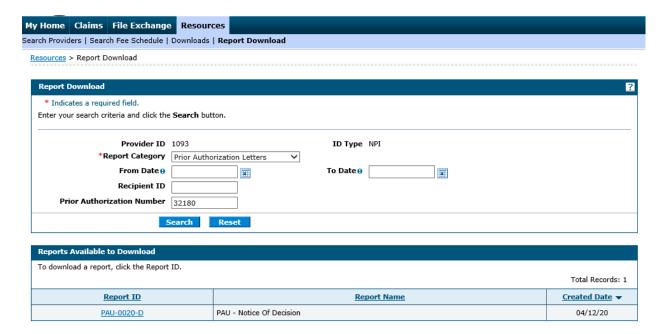
- From Date, To Date and Recipient ID or
- PA Number



1. Enter the required search criteria and then click the "Search" button.



2. The matching letters will be returned in the Reports Available to Download section.



3. Click the Report ID hyperlink to download and view the letter.



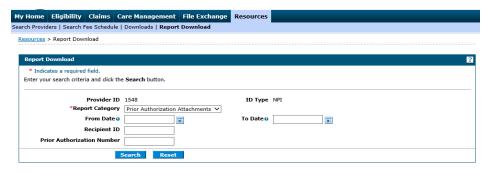
10.2.2 Prior Authorization Attachments

The following Prior Authorization Attachments are available in the Provider Web Portal:

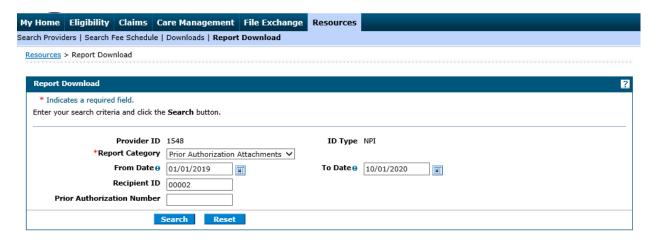
- FA-29B Prior Authorization Reconsideration Request
- PCS-0010-O Personal Care Services (PCS) Service Plan

To search for available Prior Authorization Attachments, users will need to search using either:

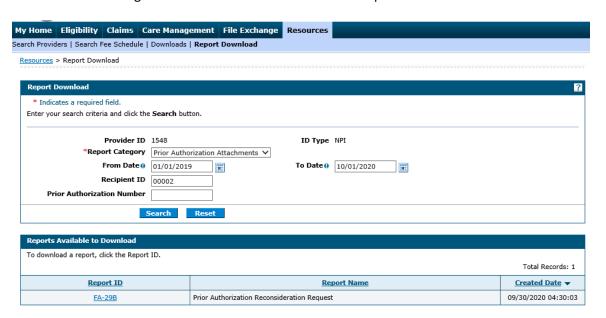
- From Date, To Date and Recipient ID or
- PA Number



1. Enter the required search criteria and then click the "Search" button.



2. The matching attachments will be returned in the Reports Available to Download section.



3. Click the Report ID hyperlink to download and view the attachment.



10.2.3 Provider Enrollment Letters

The following Provider Enrollment Letters are available in the Provider Web Portal:

- PRV-9009-R Provider Change Notification Letter
- PRV-9012-R File Update Request Return To Provider Letter
- PRV-9020-R Provider Termination Letter
- PRV-9021-R 20 Day Advance Notification of Termination
- PRV-9040A-R Medicaid Prescribing Referring Ordering Welcome Letter
- PRV-9040-R Medicaid Initial Enrollment Welcome Letter
- PRV-9060A-R Provider Revalidation Letter 30 Days Final Notice
- PRV-9060-R Provider Revalidation Notice 60 Days First Notice
- PRV-9062-R Revalidation Approval Letter
- PRV-9064-R Revalidation Return To Provider Letter
- PRV-9067-R Revalidation Termination Letter
- PRV-9068-R Provider 20-Day License Expiring Letter
- PRV-9069-R Provider 60-Day License Expiring Letter
- Provider Enrollment Contract

To search for available Provider Enrollment Letters, users will need to search using:

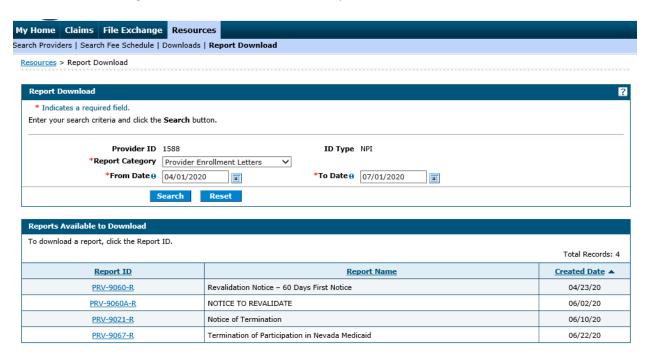
From Date and To Date



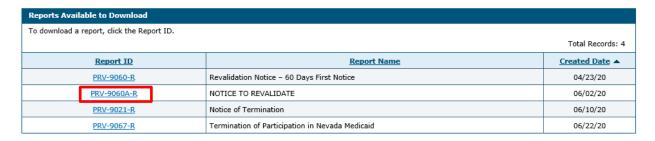
1. Enter the required search criteria and then click the "Search" button.



2. The matching letters will be returned in the Reports Available to Download section.



3. Click the Report ID hyperlink to download and view the letter.



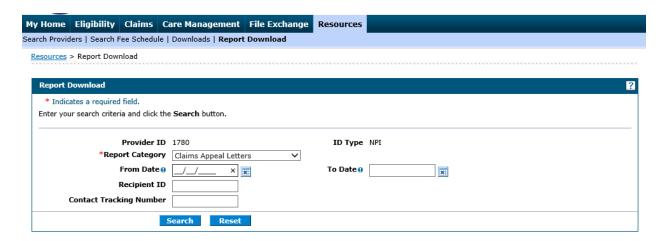
10.2.4 Claims Appeal Letters

The following Claims Appeal Letters are available in the Provider Web Portal:

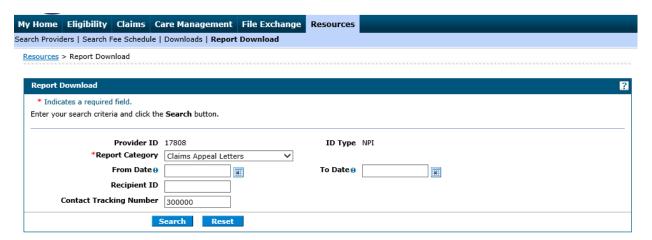
- CTM-AREC-R Appeal Received
- CTM-AREJ-R Appeal Rejected
- CTM-AAPR-R Appeal Approved
- CTM-ADEN-R Appeal Denied

To search for available Provider Enrollment Letters, users will need to search using either:

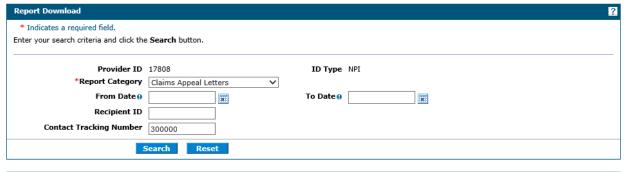
- From Date, To Date and Recipient ID or
- Contact Tracking Number (CTN)



1. Enter the required search criteria and then click the "Search" button.

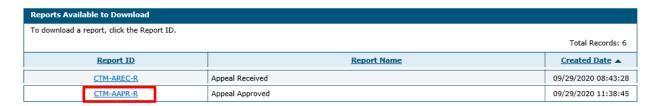


2. The matching letters will be returned in the Reports Available to Download section.





3. Click the Report ID hyperlink to download and view the letter.



10.3 Access Help Page

Help information for this page can be accessed by clicking the "?" on the page.



10.4 Tips for Report Download

- Enter as much search criteria as possible to help narrow your search results.
- The search results are based on the logged in National Provider Identifier (NPI) that appears as the Provider ID.
- A message will appear if reports meet your search criteria.